



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON, ALASKA AND FORT RICHARDSON (PROV)  
724 POSTAL SERVICE LOOP #6000  
FORT RICHARDSON, ALASKA 99505-6000

REPLY TO  
ATTENTION OF:

IMPC-FRA-ZA

9 January 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Open Door Policy (USAG-AK-01)

1. Reference: AR 600-20, Army Command Policy, 13 May 2002
2. This Open Door Policy is designed to give all military and civilian members of this command the opportunity to personally speak with the Commander to allow presentation of facts, concerns, problems of a personal or professional nature, or other issues that the individual has not been able to resolve at a lower level. This right may not be denied at any subordinate level.
2. All members are encouraged to make full use of their chain of command to resolve problems. Most problems are handled most effectively at the lowest possible level in the chain of command. I highly encourage this means as the first avenue of problem solving and resolution.
3. Anyone wishing to speak to me should contact my administrative assistant at (907) 384-2175, to schedule an appointment. If requested, the appointment will be recorded as a confidential entry on my calendar.

//Original Signed//  
DAVID L. SHUTT  
COL, AR  
Commanding

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Special